

# DE ANZA COLLEGE POSTING POLICY

## **Guidelines for Posting**

1. All materials must be stamped with approval from the Office of College Life, located in the lower level of the Hinson Campus Center. Poster/flyers placed on official posting areas without stamped approval will be removed.
2. ONLY EVENTS SPONSORED BY DE ANZA COLLEGE WILL BE ALLOWED TO USE THE NAME "DE ANZA COLLEGE" ON THE POSTER. Events held on the De Anza Campus may use the address only.
3. Providing posting space is available, posters/flyers will be placed on appropriate posting areas located in any or all of the areas shown on the attached map.
4. The maximum number of copies allowed to be posted is ten (10) for a maximum of one (1) month.
5. Posting is completed weekly except during quarter breaks and summer sessions. Every attempt will be made to have your event posted at least one (1) week in advance of the event. The earliest it will be posted is no more than one (1) month prior to your event provided space is available.
6. Posters/flyers must be no larger than 11"x17". (The Office of College Life reserves the right to refuse posters/flyers that do not meet the size requirement)

## **Regulations on Posting**

1. All posting must contain the name of the organization/person sponsoring the event/service and their contact information.
2. Only official posting areas (locations available in Office of College Life) are available for use; posting anywhere else is a violation and will result in postings being removed.
3. Charges for clean-up and/or damage to buildings/college property caused by improper posting may be assessed to the responsible party or organization.
4. All items to be posted should reflect socially accepted values.

Exceptions to this policy will be reviewed on a case by case basis by the Office of College Life. The Office of College Life reserves the right to waive these guidelines and regulations.

Posting Guidelines and Regulations are subject to change. Refer to the College Life website at [www.deanza.edu/collegelife](http://www.deanza.edu/collegelife) for the latest version.

For more information please contact the Office of College Life in the lower level of the Campus Center at 408-864-8756 or [collegelife@fhda.edu](mailto:collegelife@fhda.edu).